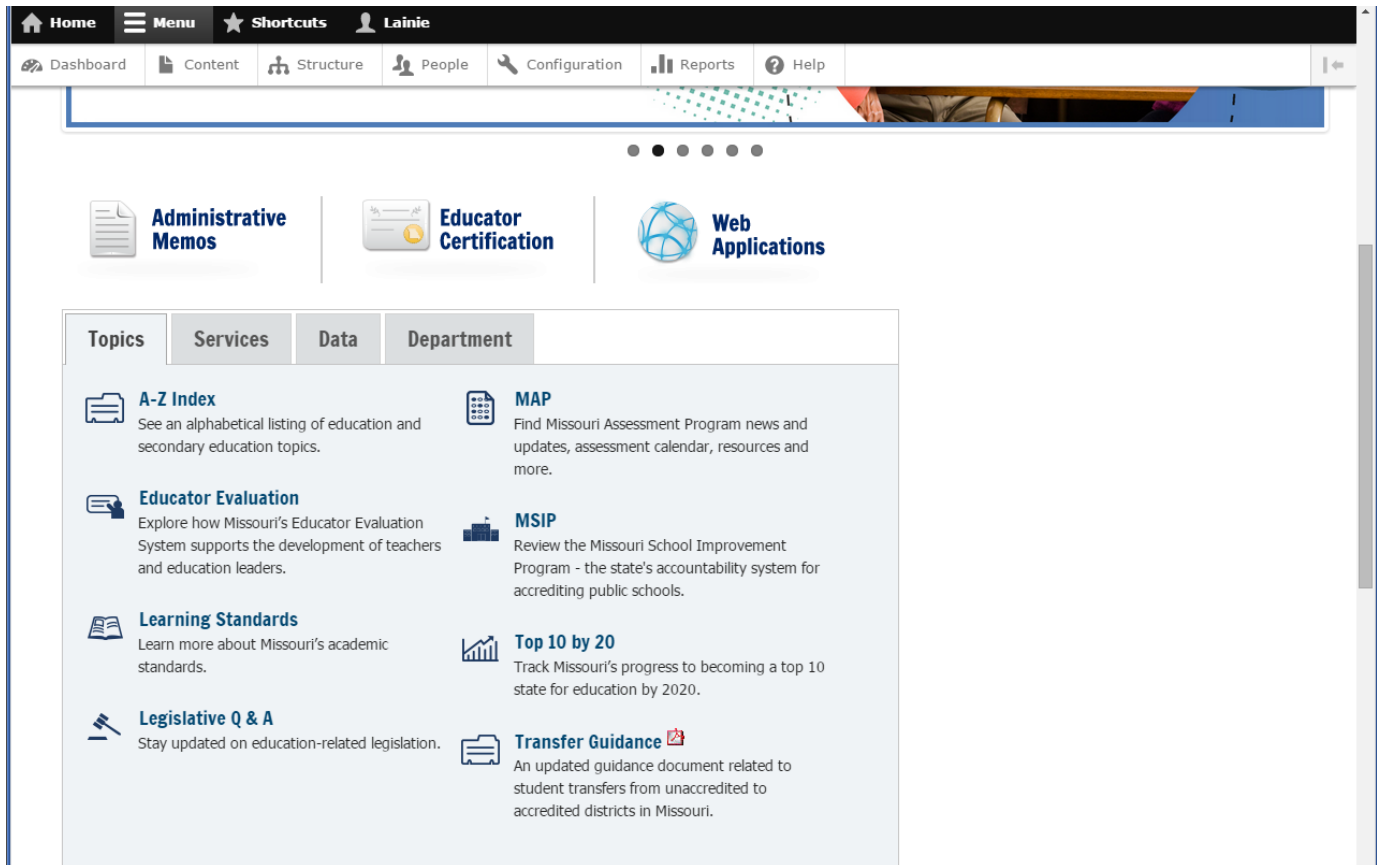


Drupal Advanced - How to Create a Tabbed Block:

TEST

A tabbed block is a series of tabs with information on them that you can navigate between



They can hold text, links, data tables, etc. Typically tabbed blocks are used to organized a large amount of information into a concise and organized area.

Please visit with Brent Foster before adding a tabbed block to ensure this is the best solution.

- Go to content → MO CMS: Tabbed Block
- Title your block so you can easily locate it
- Assign it an editorial section (ie, Assessment)
- Go to Content tab, - this is where you establish all your tabs and add content
- Note: A general rule is to have no more than four tabs, sometimes five tabs will fit ok in the space.
- Title your Tab
- You can either begin adding content or go ahead and establish the number of tabs you will have.
- Click “Add another item” to create another tab
- Click save at any time to save your tab information.
- You will notice there is an arrowed “drag” icon to the left of each tab of information. This allows you to reorder your tabs if needed.

The screenshot shows the Drupal administration interface. The top navigation bar includes links for Home, Menu, Shortcuts, and the user profile 'Lainie'. Below this is a secondary navigation bar with links for Dashboard, Content, Structure, People, Configuration, Reports, and Help. The main content area is divided into a left sidebar with 'Settings' and 'Content' tabs, and a main workspace. The workspace displays a 'TABS' block configuration. The 'Tab Type' is set to 'HTML'. A description states: 'Select the type of tab you wish to add. "HTML" is embedded and edited directly in the Tabbed Block node. "Node Reference" may be used to import content from another node.' The 'TAB CONTENT' section shows a 'Tab Title' field with 'Tab Name 1' and a note: 'This label will be displayed on the tab itself.' Below this is a 'Tab Content' field with a rich text editor toolbar and the placeholder text '(Add your content here)'. At the bottom of the editor, it says 'body p' and provides a link to 'Switch to plain text editor'. The 'Text format' is set to 'Full HTML', with a 'More information' link. A 'Remove' button is located below the configuration. At the very bottom, a message says 'Create one or more tabs of content to be displayed in this block.' with an 'Add another item' button.

To add a tabbed block to a page, see directions for Add Tabbed Block to a Page on the Drupal Documentation page:

<http://dese.mo.gov/web-commun-training/drupal-documentation-resources>